

## WACOSA Board HR Committee Meeting – Minutes

**Date:** August 21, 2023      **Time:** 2:00p – 3:00p      **Location:** WACOSA Board Room  
**Attendees:** Herb Trezn, Lindsey Rennie, Ron Brandenburg, Sandie Westergren, Nancy Betts, & Maggie Dilks

1. Work Comp Update
  - a. Mod Rating was decreased from 1.0 to .69. There have not been as many large medical claims in the previous 3 years and continue to educate staff on safety habits throughout the year.
  
2. Mid-Year Benefits Review
  - a. NICE Healthcare was made available to all Full-Time & Part-Time employees at no cost and on-call/sub staff could choose to enroll at the monthly premium. While there has been a slight drop in utilization this is due to an increase in our number of participants. WACOSA continues to be a top utilizer of NICE Healthcare with an average of 28% utilization with the average being between 9-12% utilization.
  - b. Other benefit information received from staff was the cost of prescriptions going up with the change to UMR.
  
3. Staffing Update
  - a. See HR Dashboard Below
  - b. The HR Committee discussed options of retention of new hires, such as: Weekly Check-Ins, 30-day Check-in, conducting a Stay Interview, asking whose been helpful in the training process
  
4. Recruiting Plans
  - a. We also discussed applicant pool options including upcoming job fairs, looking at on-site interviews, and connecting with high schools and colleges
  - b. Maggie will work with Ann and the Marketing committee to schedule a meeting to discuss a recruiting marketing campaign
  
5. KPI Discussion
  - a. Employee Safety Indicator/Workers Compensation Modifier
    - i. Goal: Reduce Mod from 1.00 to .94
      1. Reduced Mod to .69
    - ii. New Goal: Maintain mod rating below .90
  
  - b. Employee Engagement Indicator
    - i. Goal: Increase employee participation in annual employee survey from 41% to 60%
      1. Current Employee Engagement Survey has not been completed, so this is an outstanding goal to be completed.

- c. Employee Turnover
  - i. Goal: Improve staff stability by reducing DSP staff turnover by 2% and total staff turnover by 2%
    - 1. Staff turnover has remained steady from this time last year to current. Will continue to monitor and look at retention methods to reduce staff turnover
  - ii. Goal: Improve Time to fill time
    - 1. Currently at 23 days to offer and 15 days from offer to start. Goal is to reduce this by re-evaluating review process.
  
- d. Enhanced Employee Compensation and Benefits
  - i. Goal: Maintain and increase Employee Satisfaction rates with NICE program.
    - 1. Continue to be a top utilizer of NICE healthcare. Added NICE at no cost for All Full-Time and Part-Time staff with On-Call/Sub staff the option to join as well
  - ii. New Goal: Maintain current utilization of NICE Healthcare and remain a top utilizer across all companies served by NICE.
  
- 6. HR Updates as needed
  - a. Maggie reviewed current HR projects and upcoming laws that will impact WACOSA. More updates to come in the coming quarters.

# HR Dashboard

As of : 8/21/2023

Number of Vacancies:	8
Number of New Hires (to date):	27
Days to Hire: (From date applied to date offered)	23 days
Days to Start: (From date offered to scheduled start date)	15 days

Workers Comp Mod Rating: 1.0 --> .69

### Employee Satisfaction Survey Participation

Current Participation (%):	
Previous Year Participation (%):	41%

### Current Employee Information

Total Employees: 131	Full-Time: 103
Part-Time: 9	On-Call/Sub: 19

### Turnover Statistics

Number of Terminations: 19	Number of Involuntary: 6 Number of Voluntary: 13
Number of Terms with in 1st Year: 13	Average Length of Tenure: ~3.5 mo. Turnover % of New Hires: 48%
Yearly Turnover % (to date): 14.39%	Top Reasons People Leave: <ul style="list-style-type: none"> <li>• No Call/ No Show</li> <li>• Other Job (More \$)</li> <li>• Sub-No hours</li> </ul>